Memorandum

Date:

September 2, 2010

To:

North Sacramento Area

Attention: Captain C. M. McGagin

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Office of Inspector General

File No.:

010.13424.A07146.010

Subject:

2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the North Sacramento Area was conducted during the month of May 2008. The command was conducting their 2010 annual command inventory during the property inspection. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that departmental inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was conducted by the Property Inspector (PI) on July 20, July 21, and August 4, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 1,159 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 60 items when rounded up to the next whole number (d).

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ä	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	450	38.83%	22.91	23
Telecommunications	430	37.10%	21.89	22
Fleet	54	4.66%	2.75	3
Weapons	225	19.41%	11.45	12
Total	1159			60

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 57 of the 60 items were located. One item was transferred to another command and the CHP 57, Motor Vehicle Assignment and Transfer form is attached to this report. Two items (defibrillator monitor and hand-held radio) were missing; however, in accordance with departmental policy, the missing items have been previously identified as missing and were placed back onto the command's inventory records. Six of the 57 located items require a correction be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list compared to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 123 of the 142 items reconciled. Nine items located were listed on other commands property records and CHP 266, Credit Memo – Equipment forms were prepared and signed during the inspection for equipment accountability. Ten items located require a correction be made to the property inventory record. The property inspection results of equipment located at the command compared to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate the discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspector General through your Division by December 1, 2010.

In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

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The Office of Inspector General would like to thank your staff for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Mr. Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

E. SANCHEZ, Captain Interim Inspector General

Attachments

cc: Assistant Commissioner, Field

Valley Division

Fiscal Management Section Telecommunications Section

Office of Inspector General, Audits Unit

ATTACHMENT A

CALIFORNIA HIGHWAY PATROL OFFICE OF INSPECTOR GENERAL, AUDITS UNIT PROPERTY INSPECTION DISCREPANCY REPORT North Sacramento Area - 250 July 20, July 21, and August 4, 2010

EQUIPMENT DESCRIPTION	CHP	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
RADAR HAND HELD UNITS P047139	103513			×			Change description from "Hand Held" to "Vehicle Mount" in the departmental database.
DEFIBRILLATOR MONITOR	119370	×		3			Item previously reported as missing, 2008 Annual Inventory memorandum attached.
FILE SERVER	141039		×				Item located on-site in radio room. Database lists item at 041.LW. CHP 266 prepared during inspection for equipment accountability.
LAPTOP	141094		×				Item located on-site. Database lists item at 041PW. CHP 266 prepared during inspection for equipment accountability.
Scanner	R50439			×	İ		Item removed from vehicle and located on shelf in Automotive office.
Motorcycle - Repeater	R5102	3			×		Item transferred, CHP 57 attached.
Scanner	R54065			×			Item removed from vehicle and located on shelf in Automotive office.
Scanner	R56600			×			Item removed from vehicle and located on shelf in Automotive office.
Hand-Held Radio	R61471			×			Remove "EXPLORER PROGRAM" and issue to ID#13263.
Hand-Held Radio	R67168	×					Item missing, 2008 and 2009 Annual Inventory memorandums attached.
Control Head - Mobile	R85289			×			Correction to vehicle number required 1270927.
Mobile Radio	R40759			×			Item removed from vehicle and located on shelf in Automotive office.

CALIFORNIA HIGHWAY PATROL OFFICE OF INSPECTOR GENERAL, AUDITS UNIT PROPERTY INSPECTION DISCREPANCY REPORT North Sacramento Area - 250 July 20, July 21, and August 4, 2010

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Mobile Radio	R41883			×			Item removed from vehicle and located on shelf in Automotive office.
Scanner	R50884			×			Item removed from vehicle and located on shelf in Automotive office.
Scanner	R54417			×			Item removed from vehicle and located on shelf in Automotive office.
Scanner	R55522			×			Item removed from vehicle and located on shelf in Automotive office.
Scanner	R59004			×			Item removed from vehicle and located on shelf in Automotive office.
Scanner	R74357			×			Item removed from vehicle and located on shelf in Automotive office.
Control Head - Mobile	R75884			×			Item removed from vehicle 1240142 and located in vehicle 1290523.
Scanner	R81099			×			Item removed from vehicle and located on shelf in Automotive office.
Control Head - Motorcycle	R86701			×			Item removed from M8827/85A70 and installed on M9196/90A89.
Base Station	R338601		×				Item located on-site in radio room. Database lists item at Information Management Division -040CH. CHP 266 prepared during inspection for equipment accountability.
							Item located on-site in radio room. Database lists item at Department of General Services in
Base Station	R337737		×				Sacramento. CHP 266 prepared during inspection for equipment accountability.

CALIFORNIA HIGHWAY PATROL OFFICE OF INSPECTOR GENERAL, AUDITS UNIT PROPERTY INSPECTION DISCREPANCY REPORT North Sacramento Area - 250 July 20, July 21, and August 4, 2010

EQUIPMENT DESCRIPTION	CHP	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Base Station	R337924		×				Item located on-site in radio room. Database lists item at Department of General Services in Sacramento. CHP 266 prepared during inspection for equipment accountability. Item located on-site in radio room. Database lists
Fixed Receiver	R340552		×				standard of General Services in Sacramento. CHP 266 prepared during inspection for equipment accountability. Item located on-site in radio room. Database lists
Fixed Receiver	R340518		×				Sacramento. CHP 266 prepared during inspection for equipment accountability.
Mobile Repeater	R46649		×	77			Item located in vehicle 1215422, CHP 57 attached. Database lists item at Antelope Valley Area.
Control Head - Mobile	R89818		×				Item located in vehicle 1290538, CHP 57 attached. Database lists item at Valley Division.

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL 2010 ICU PROPERTY RECORD INSPECTION REPORT North Sacramento Area - 250

ATTACHMENT B

	ASSET#	DESCRIPTION	SERIAL#	Y N A T C OTHER
PR	OPERT	PROPERTY INSPECTION LIST TO EQUIPMENT		
	103513	RADAR HAND HELD UNITS P047139	DC9312	Change descripton from "Hand Held" to "Vehicle Mount" in X the departmental database.
C-1	112143	RADAR VEHICLE MOUNTED	041497	×
er)	114777	PRINTER	USEF189352	×
ঘ	115954	RADAR VEHICLE	044051	×
ν.	119370	DEFIBRILLATOR MONITOR		Item previously reported as missing, 2008 Annual Inventory X memorandum attached.
9	137411	HAND HELD RADAR UNIT	AS001118	×
7	141069	LAPTOP	0035965006	×
∞	141089	LAPTOP	0035965046	×
6	142653	DIGITAL CAMERA	CN5BET30XQ	×
10	143152	LAPTOP	0036126479	X
Ξ	143391	LAPTOP	0036145956	×
2	153668	HANDHELD GPS	118239052	×
<u>e</u>	154026	COMPUTER	MXL7330FGK	X
<u>4</u>	154034	COMPUTER	MXL7330FK6	×
2	154040	COMPUTER	MXL7330FMT	×
16	154043	COMPUTER	MXL7330FDS	×
17	154053	COMPUTER	MXL7330F9K	×
18	158450	CAMERA DIGITAL	KCGHP82204694	×
119	158452	CAMERA DIGITAL	KCGHP82204730	X
20	159390	ANALYZER BREATH PAS DEVICE	082873	×
21	164712	COMPUTER	MXL8330JM2	X
22	164724	COMPUTER	MXL8330JD2	×
23	XRR0504	23 XRR0504 ALCOHOL SCREENING DEVICE/CASE P037047	18349	×

CALIFORNIA HIGHWAY PATROL 2010 ICU PROPERTY RECORD INSPECTION REPORT North Sacramento Area - 250

	ASSET#	DESCRIPTION	SERIAL #	Y N A T C	
ă	QUIPME	EQUIPMENT TO INVENTORY LIST			
	107004	VIDEO CASSETTE RECORDERHSU430 P250D703	094578M	×	
CI	116424	RADAR, VEHICLE	044722	×	
'n	138792	DIGITAL CAMERA	0522109307	×	
ব	139752	PRINTER	CNGXC08153	×	
171	141047	LAPTOP	0035965178	×	
9	141048	LAPTOP	0035965195	×	
7	141056	LAPTOP	0035965191	×	
∞	141081	LAPTOP	0035965032	×	
6	141096	LAPTOP	0035965038	×	
01	141217	LAPTOP	0035965124	×	
=	141456	LAPTOP	0036040424	×	
2	141518	LAPTOP	0036040376	×	
<u></u>	141531	LAPTOP	0036040513	X	
4	141557	LAPTOP	0036040402	×	
5	141636	LAPTOP	0036040508	×	
91	141642	LAPTOP	0036040327	×	
17	141743	LAPTOP	0036040809	×	
<u>~</u>	142340	DVD PLAYER	170K1691	×	
61	143096	LAPTOP	0036126556	×	
20	143098	LAPTOP	0036126465	×	
2	143191	LAPTOP	0036126494	×	
22	143253	LAPTOP	0036126408	×	
23	143267	LAPTOP	0036126345	×	
77	143310	LAPTOP	0036126395	×	

CALIFORNIA HIGHWAY PATROL 2010 ICU PROPERTY RECORD INSPECTION REPORT North Sacramento Area - 250

	ASSET#	# DESCRIPTION	SERIAL #	YNATC	OTHER
25	143328	LAPTOP	0036145981	×	
26	143329	LAPTOP	0036145904	×	
27	149862	Uninterruptible Power Sour (SOURCE)	AS0704330603	×	
28	149865	Uninterruptible Power Sour (SOURCE)	AS0704330601	×	
29	149936	PRINTER	CNRXK69879	×	
30	149958	ROUTER	FTX1121A1LP	×	
31	158453	CAMCORDER, HANDYCAM		×	
32	159812	LIDAR SPEED ENFORCEMENT SYSTEM	TS000287	×	
33	159821	LIDAR SPEED ENFORCEMENT SYSTEM	TS000296	×	
34	162066	COMPUTER	MXL83208WV	×	
35	164715	COMPUTER	MXL8330JC1	×	
36	164716	COMPUTER	MXL8330JLJ	×	
37	166208	PRINTER	CNDY159303	×	
EQ	UPME	EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)	N COMMAND PR	(OPERTY LIST)	
38	141039	FILE SERVER		×	Item located on-site in radio room. Database lists item at 041.LW. CHP 266 prepared during inspection for equipment accountability.
39	141094	39 141094 LAPTOP		X	Item located on-site. Database lists item at 041PW. CHP 266 prepared during inspection for equipment accountability.

ATTACHMENT C

<u>E</u>	ASSET #	ASSET # DESCRIPTION VEHICLE/MISPROPERTY INSPECTION LIST TO FOLITPMENT	VEHICLE/MISC.	VEHICLE/MISC. VEHICLE/MISC.	SERIAL #	YNATC	OTHER
_	R314897	Portable Radio	ū	TECTED	V 10052000054001	>	
	ביירים ביי			TTIETT	2711012009000000	<	
١_	K42/6/	Mobile Kadio	1215422		9541640	×	
n	R43087	Mobile Radio	1239768		9541774	×	
4	R46852	Mobile Repeater	1251553			×	
ν	R47822	Motorcycle Radio	M8827	85A70	9544148	×	
9	R50439	Scanner	1290561		5000094	×	Item removed from vehicle and located on shelf in X Automotive office.
7	R5102	Motorcycle - Repeater	M9078	89A21	T00102	×	Item transferred, CHP 57 attached.
∞	R54065	Scanner	1239638		45006797	×	Item removed from vehicle and located on shelf in X Automotive office.
6	R5449	Motorcycle - Repeater	M9515	96A62	T00449	×	
10	R56600	Scanner	1270964			×	Item removed from vehicle and located on shelf in X Automotive office.
1	R61084	Hand-Held Radio	12931		402AWUF304	×	
12	R61471	Hand-Held Radio	EXPLORER	PROGRAM	402AWUF399	×	Remove "EXPLORER PROGRAM" and issue to X ID#13263.
13	R61793	Hand-Held Radio	10558		402AWUG103	×	
14	R66969	Hand-Held Radio	13321		402AXA3671	×	
15	R67168	Hand-Held Radio			402AXA3686	×	Item missing, 2008 and 2009 Annual Inventory memorandums attached.
16	R68415	Hand-Held Radio	18560	MM 08-040	402AXE8061	×	
17	R70552	Battery Charger - Radio				×	
18	R81858	Portable Radio		800 MHz	326AZY6966	×	
61	R81859	Portable Radio		800 MHz	326AZY7177	×	
20	R85289	Control Head - Mobile	12709927			×	X Correction to vehicle number required 1270927.
21	R85658	Control Head - Mobile	1270930			×	
22	R93891	Scanner	1270521		320Z44002945	×	

	* [] V.S.*	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC. VEHICLE/MISC.	SERIAL #	T A N Y	C OTHER
ğ	QUIPMENT	EQUIPMENT TO INVENTORY LIST					
_	F1727	Transfer Switch			K820641711	×	
7	R336866	Mobile Repeater	1290518		7600185	×	
m	R336872	Mobile Repeater	1290523		7600191	×	
্য	R40759	Mobile Radio	1239837		9522534	×	Item removed from vehicle and located on shelf in X Automotive office.
S	R40874	Mobile Radio	1290538		9523114	×	
9	R41883	Mobile Radio	1204082		9540790	×	Item removed from vehicle and located on shelf in X Automotive office.
_	R42321	Mobile Radio	1239638		9541210	×	
00	R43066	Mobile Radio	1270930		9542184	×	
6	R43769	Mobile Radio			9542654	×	
0	R45306	Mobile Repeater			7629026	×	
Ξ	R45540	Mobile Repeater	1239638		7639388	×	
<u>C1</u>	R45994	Mobile Repeater	1270930			×	
<u>:</u>	R47905	Motorcycle Radio	M9574	97A21		×	
14	R47976	Motorcycle Radio				×	
15	R48194	Motorcycle Radio	M9515	96A62	9544281	×	
16	R50884	Scanner	1248624		5000040	×	Item removed from vehicle and located on shelf in X Automotive office.
17	R5302	Motorcycle - Repeater			T00302	×	
18	R53947	Scanner	1290538		45006564	×	
19	R54271	Scanner	1290518		45006894	×	
20	R54417	Scanner	1204281		45006692	×	Item removed from vehicle and located on shelf in X Automotive office.
2	R54588	Scanner	1290461		45006837	×	
22	R5498	Motorcycle - Repeater	M9574	97A21	T00498	×	

	ASSET#	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC. VEHICLE/MISC.	SERIAL #	z >	A T C	ОТНЕЯ
23	R55522	Scanner	1248300			×	×	Item removed from vehicle and located on shelf in X Automotive office.
24	R57111	Control Head - Mobile	1290518		1565325	×		
25	R58573	Motorcycle Radio	spare		9934616	×		
26	R59004	Scanner	1248377		55009653	×	×	Item removed from vehicle and located on shelf in X Automotive office.
27	R61090	Hand-Held Radio		AREI-08	402AWUG475	×		
28	R61861	Hand-Held Radio	13532	MM 09-036	402AWUE946	×		
56	R70414	Battery Charger - Radio				×		
30	R71911	Battery Charger - Radio				×		
5	R74357	Scanner	1270904		75002206	×	×	Item removed from vehicle and located on shelf in Automotive office.
32	R75884	Control Head - Mobile	1240142			×	×	Item removed from vehicle 1240142 and located in vehicle 1290523.
33	R76981	Scanner	Sgt.Office		75007007	×		
34	R77200	Control Head - Mobile				×		
35	R81099	Scanner	1204416		96001174	×	×	Item removed from vehicle and located on shelf in X Automotive office.
36	R81844	Portable Radio		800 MHz	326AZY7153	×		
37	R81865	Portable Radio		800 MHz	326AZY7162	×		
38	R82101	Announcer - Telephone		announcer	38825	×		
39	R82306	Telephone System				×		
40	R82825	Control Head - Mobile	32			×		
4	R85563	Control Head - Motorcycle				×		
42	R86701	Control Head - Motorcycle	M8827	85A70		×	×	Item removed from M8827/85A70 and installed on X M9196/90A89.
43	R89219	Control Head - Mobile	1290461	1		×		
44	R94943	Remote Console				×		
45	45 R95393	Control Head - Mobile	1270964			×		

	ASSET#	DESCRIPTION	VEHICLE/MISC. VEHICLE/MISC. SERIAL#	YNATC	OTHER
46	R96252	UPS	JB0511027074	×	
47	R97106	Control Head - Motorcycle M9574	97A21	×	
EQ	UIPMENT	EQUIPMENT LOCATED ON-SITE (NOT LISTED ON CO	OT LISTED ON COMMAND PROPERTY LIST)		
					Item located on-site in radio room. Database lists item at Information Management Division -040CH. CHP
48	R338601	Base Station		×	266 prepared during inspection for equipment accountability.
					Item located on-site in radio room. Database lists item at Department of General Services in Sacramento.
49	49 R337737	Base Station		×	CHP 266 prepared during inspection for equipment accountability.
					Item located on-site in radio room. Database lists item
					at Department of General Services in Sacramento. CHP 266 prepared during inspection for equipment
9	R337924	Base Station		×	accountability. Item located on-site in radio room Database lists item
					at Department of General Services in Sacramento. CHP 266 prepared during inspection for equipment
51	R340552	Fixed Receiver		×	accountability. Item located on-site in radio room Database lists item
					at Department of General Services in Sacramento.
52	R340518	Fixed Receiver		×	CHP 266 prepared during inspection for equipment accountability.
53	R46649	Mobile Repeater		×	Item located in vehicle 1215422, CHP 57 attached. Database lists item at Antelope Valley Area.
54	R89818	Control Head - Mobile		×	Item located in vehicle 1290538, CHP 57 attached. Database lists item at Valley Division.

ATTACHMENT D

Active Equipment Inventory by Station Location (PAR:EQUIP INVENT BY STATION) 06/22/2010

TATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL
250	1204281	1204281	ENFORCEMENT SEDAN	2005	FOR	CRNVIC
250	1204416	1204416	ENFORCEMENT SEDAN	2005	FOR	CRNVIC
250	1204565	1204565	ENFORCEMENT SEDAN	2005	FOR	CRNVIC
250	1204819	1204819	ENFORCEMENT SEDAN	2005	FOR	CRNVIC
250	1215422	1215422	ENFORCEMENT SEDAN	2005	FOR	CRNVIC
250	1215496	1215496	ENFORCEMENT SEDAN	2005	FOR	CRNVIC
250	1215553	1215553	ENFORCEMENT SEDAN	2005	FOR	CRNVIC
250	1239638	1239638	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
250	1239724	1239724	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
250	1239768	1239768	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
250	1248199	1248199	ENFORCEMENT SEDAN	2007	FOR	CRNVIC
250	1248240	1248240	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
250	1248300	1248300	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
250	1248357	1248357	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
:50	1248377	1248377	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
:50	1248430	1248430	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
50	1248624	1248624	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
50	1249915	1249915	PRIMARY COLLISION FACTOR	2007	FOR	CRNVIC
50	1270521	1270521	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
50	1270760	1270760	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
50	1270904	1270904	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
50	1270927	1270927	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
50	1270930	1270930	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
50	1270964	1270964	PRIMARY COLLISION FACTOR	2008	FOR	CRNVIC
50	1288905	1288905	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
50	1290350	1290350	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
50	1290384	1290384	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
50	1290461	1290461	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
50 Y	(1290518	1290518	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
50 Y (1290523	1290523	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
50	1290538 Y	1290538	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
50	1290561	1290561	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
50	3QUB335	1334769	PRIMARY COLLISION FACTOR	2009	DOD	CHARGER
50	C3070P	1283558	MRE 2X4	2008	DOD	PU
50	C3078E	1283627	MOTOR CARRIER VEHICLES	2008	FOR	VAN
50	M8778	E85A21	ENFORCEMENT MOTORCYCLE	2002	BMW	R1150RT

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STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
250	M8918	E87A62	ENFORCEMENT MOTORCYCLE	2002	BMW	R1150RT	250
250	M8969	E88A13	ENFORCEMENT MOTORCYCLE	2003	BMW	R1150RT	250
250	M9144	E89A87	ENFORCEMENT MOTORCYCLE	2004	BMW	R1150RT	250
250	M9196	E90A89	ENFORCEMENT MOTORCYCLE	2004	BWM	R1150RT	250
250	M9407	E95A00	ENFORCEMENT MOTORCYCLE	2004	BWM	R1150RT	250
250	M9449	E95A45	ENFORCEMENT MOTORCYCLE	2008	BMW	R1200RT	250
250	м9515 Ϋ	E96A62	ENFORCEMENT MOTORCYCLE	2009	BMW	R1200RT	250
250	M9516	E96A63	ENFORCEMENT MOTORCYCLE	2009	BMW	R1200RT	250
250	м9574 🗡	E97A21	ENFORCEMENT MOTORCYCLE	2009	BMW	R1200RT	250
250	M9578	E97A25	ENFORCEMENT MOTORCYCLE	2009	BMW	R1200RT	250
250	м9585	E97A32	ENFORCEMENT MOTORCYCLE	2008	BMW	R1200RT	250
250	м9593	E97A40	ENFORCEMENT MOTORCYCLE	2009	BMW	R1200RT	250
250	м9599	E97A46	ENFORCEMENT MOTORCYCLE	2009	BMW	R1200RT	250
250	M9652	3000459	ENFORCEMENT MOTORCYCLE	2009	BMW	R1200RT	250
250	M9654	3000461	ENFORCEMENT MOTORCYCLE	2009	BMW	R1200RT	250
250	Т136	E17610	TRAILERS	1988	UNK	MOTOR TRLR	250
250	T376	01960	TRAILERS	2006	VER-MAC	RADAR	250

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If any vehicles have been transferred -	- attach CRP 57 form(s)	
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COMMANDERS SIGNATURE :_____

VERIFIED BY:		DATE:	

ATTACHMENT E

Officer Issued Weapons) 12 -/w ₁ "	* * . 1		
(201) Issued to officer ID# Last Name	First Name	Ser#	Control#	Comments
		1 321 341 34 34 34 34 34		**
		1 (2.5 - A)		
				Charles A.
				
		Manual Control		
		A CONTRACTOR OF THE STATE OF TH		
		and the second second		
		N TOWN		

Department of California Highway Patrol

Complete Area Inventory 250 - North Sacramento

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Department of California Highway Patrol

Complete Area Inventory 250 - North Sacramento

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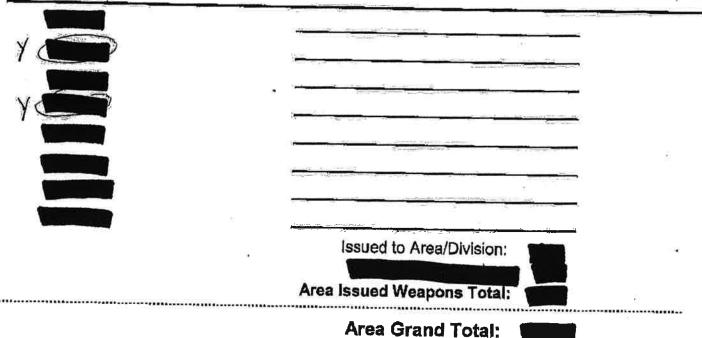
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Department of California Highway Patrol Complete Area Inventory

250 - North Sacramento



SUPPORTING DOCUMENTATION

Memorandum

Date:

May 21, 2008

To:

Valley Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

North Sacramento Area - 250

File No.:

250.13158.A11583.9251.Annualinvent2008

Subject:

2008 ANNUAL PHYSICAL INVENTORY OF EQUIPMENT AND VEHICLES

CERTIFICATION MEMORANDUM

Mr. Ivan Smith, ASM II, #A8683, and Sergeant Kelly Cardoza, #13158, of the North Sacramento Area completed the 2008 Annual Inventory of Equipment and Vehicles as required by the Materials Management Manual (HPM 11.2).

Please remove the following items from the North Sacramento Property Record Inventory Report as each item has been transferred appropriately which is supported by the attached documentation:

Asset #109049, Toshiba Satellite Pro, was transferred to the Bureau of Information Technology (041) on April 23, 2007. The Credit Memo – Equipment (CHP 266) is attached.

Asset #XAA016, Radar Speed Calibration System, and Asset #120070, Handheld Radar, were transferred to Research and Planning Section (051) on April 23, 2008. The Credit Memo – Equipment (CHP 266) is attached.

Asset #142652, Digital Camera, was transferred to Supply Services (076). The Credit Memo – Equipment (CHP 266) is attached.

Assets #R94504, #R94505, #R94506, #R94508: Nokia Cellular Telephones were transferred to Telecommunications Section (047T). The Credit Memo – Equipment (CHP 266) is attached.

Asset #R82503, Mobile Repeater, Asset #135715, Application Processor, and Asset #132348, Master Control Box were equipment located with the Visteon Equipped patrol vehicle #1161464. The vehicle was transferred to Valley Division (201) as documented on the attached Motor Vehicle Transfer (CHP 57). Valley Division then transferred the vehicle to Fleet Operations Section (074). Sergeant Cardoza contacted personnel at Fleet Operations Section to confirm equipment asset numbers. The vehicle was physically checked and the numbers were confirmed.

Valley Division Page 2 May 21, 2008

Asset #R81574. Vehicle Control Head, and Asset #76966, Mobile Control Head Radio, were equipment items within vehicle #1026089. The vehicle was transferred to Fleet Operations Section on August 7, 2007. The Motor Vehicle Transfer (CHP 57) is attached.

Asset #R75090, Motorola UHF Radio, was transferred to Valley Division on July 10, 2006. The Credit Memo – Equipment (CHP 266) is attached.

Asset #R87896, Mobile Repeater, Asset #132392, Application Processor, and Asset #132356, Master Control Box, were equipment items assigned to the Visteon Equipped patrol vehicle #116143. The vehicle was transferred to Valley Division as documented on the attached Motor Vehicle Transfer (CHP 57). Valley Division then transferred the vehicle to Fleet Operations Section. Sergeant Cardoza contacted personnel at Fleet Operations Section to confirm equipment asset numbers. Their records confirmed the numbers were correct.

A thorough search was conducted in attempt to locate each missing piece of equipment. Area employees were questioned, Headquarters OPI's were contacted, the office was searched and all inventory records were reviewed. Please remove the following items from the North Sacramento Property Record Inventory Report:

Asset #119370, Defibrillator Training Monitor was not located within the Area. Officer Greg Xepoleas, #12000, is the Area CPR Instructor and the last to see this item. He described it as a training system. He related the Valley Division Training Coordinator requested it to be turned into Division well over a year ago. He could not recall which personnel were physically involved in the transfer of equipment and a Credit Memo – Equipment (CHP 266), was not located. Sergeant Cardoza contacted Officer Donald Carte, #15833, at Valley Division. He searched through the EMS/CPR equipment and was unable to locate the item. Sergeant Cardoza contacted the CHP Academy EMS Unit, Sergeant Rodney Van Bebber #14203, and found he turned in all AED equipment to the Supply Services Unit because it no longer fits CHP EMS curriculum. Ms. Staggs contacted Supply Services Unit and personnel there were unable to locate the item.

Asset #116056, Pentex 35mm Camera, and Asset #140743, Casio Digital Camera, were not located despite an exhaustive search within the Area. It is unknown when or where each loss occurred. Sergeant Cardoza checked with personnel within Valley Division and surrounding Areas and Ms. Staggs contacted Supply Services Unit personnel and they were unable to locate the cameras. Officer Powers from the North Sacramento Area gave the digital camera to Officer Pini of Valley Division. Although Officer Powers has a detailed explanation of the transaction, Officer Pini has no recollection, and no credit memo was completed. Officer Pini's replacement has no knowledge of the whereabouts of the digital camera. Valley Division ISU personnel conducted a search of their office to no avail. A CHP 216 Lost / Stolen Report was completed for both cameras.

Assets # 123553, #123546, IBM laptop computers, were not located. Officer Puhl is the current Lap Top Coordinator. Although his tracking system appeared organized and accurate, Officer Puhl was unable to account for the two missing computers. All employee lap top computers were inventoried and were confirmed commensurate with Area assignment records. Ms. Staggs contacted Supply Services Unit and Information Management Division and personnel at both locations were unable to locate the computers.

Valley Division Page 3 May 21, 2008

Area personnel will continue to search for the item. Although a breach of security is not suspected, proper precautions per HPM 40.4 are being adhered to. IMD conducted a search of when the MDC was last logged on. Neither laptop had been accessed for over two years. Officer Puhls tracking system was implemented one and a half years ago when he took over the program. He has never seen these computers since he became the LAN Coordinator. There is evidence to indicate the computers were not located during the 2007 inventory and were not noted as missing. A CHP 216 Lost / Stolen Report has been completed for both computers.

Two Preliminary Alcohol Screening (PAS) Devices were lost in 2007. Officer Clyde Holland, #16465, lost **Asset #XMM220** during patrol on May 14, 2007. An extensive search was conducted during and at the conclusion of the shift without success. Officer Brenda Rice, #15518, lost **Asset #XRR0428** during patrol on June 5, 2007. An extensive search was conducted during the shift without success. Both PAS' were immediately reported as lost. Both officers received memorandums of direction for their negligence.

Asset #R28547, Receiver/Monitor Radio Scanner, Asset #R36036, Receiver Monitor Scanner, Asset #R37676, Transmit/Receiver Port with Battery, Asset #R68149, Radio HT UHF, Asset #R97699, Vehicle Control Head, Asset #74898, Multiband Scanner/Radio, and Asset #R90228, Mobile Receiver were not located. Every vehicle was checked and all inventory records were reviewed. Mr. Smith called personnel at Valley Division, Fleet Operations Section and search the Antelope Scale Facilities. He also reviewed all files and no records indicating the whereabouts or history of the equipment could be located.

Please add the following items to the North Sacramento Area's inventory list as supported by the attached documentation.

Asset #139362, #139343 and #139350, Gateway Lap Top M360 computers were transferred to North Sacramento Area from Valley Division on April 4, 2008. The Credit Memo – Equipment (CHP 266) is attached.

Area has developed a system to ensure personal accountability for tracking equipment. It includes a data base as well as a sign out system so each piece of equipment can be tracked.

If there are any questions or need for clarification please contact Sergeant Kelly Cardoza or Ms. Valerie Staggs at (916) 338-6710.

J.CHELLEW, Captain

Commander

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL Return Repair Transfer CREDIT MEMO - EQUIPMENT CHP 266 (Rev. 10-07) OPI 076 Loan, return by: FROM: (COMMAND NAME) LOCATION CODE DATE PREPARED BY Information Technology Section 041 Lt. D. Pierce TO: (COMMAND NAME) LOCATION CODE NUMBER BOXES/PIECES IN THIS SHIPMENT North Sacramento Area 250 2 SHIPPED VIA DRIVER'S SIGNATURE SSU truck Other (specify): **EQUIPMENT** MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

CHP NUMBER	SERIAL NUMBER		DESCRIPTION	CHECK IF		
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Item Number

Look up by

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Asset Information

Asset # 141039

SN 2UX54101K1

Model # DL380R04

Description FILE SERVER

Vendor Name COMPUCOM

Warranty End 25-OCT-2008

Asset Key FILE SERVER.DL380R04.NONE

Location 041.00.00.LW

Vehicle #

Assigned to Vehicle LC#



Item Number

Look up by

Tag# OSerial#

Look up

Asset Information

Asset # 141094

SN 0035965054

Model # M275

Description LAPTOP

Vendor Name GATEWAY

Warranty End 26-OCT-2008

Asset Key LAPTOP.M275.NONE

Location 041.00.00.PW

Vehicle#

Assigned to Vehicle LC#

Located on-site 250- nouth Sac.

CHP 57 * MOTOR VEHICLE ASSIGNMENT AND TRANSFER (PAR: CHP 57) VEHICLE NR: M9078 . E89A21 LICENSE NR: YEAR: 2004 M8408 BMW REPLACES VEHICLE: MAKE: VIN: WB10499AX4ZE91358
DATE PLACED IN SERVICE: 09/08/2003 R1150RT MODEL: CLASS CODE: DEALER STOCK NR: 69804 FUEL CARD #: EQUIPMENT DESCRIPTION: V ITEM: R-47776 A RADIO - CHP R-89250 A RADIO CONTROL HEAD COPY OF SIGNED 57 A REPEATER R-5337 5102 FLASHLIGHT/BATON HOL 250 REPEATER ANTENNA SIREN Date: SIREN AMPLIFIER STALKER RADAR WIRING STROBE LIGHT ASSEMBL COMMENTS: REPLACING CONGESTION RELIEF BIKE wo 08-1026 ODOMETER: TRANSFERED FROM LOCATION ASSIGNED TO LOCATION: DELIVERED BY: RECEIVED BY: (Signature) Lyon L. Tapping ID NUMBER: ID NUMBER: DATE: 3-9 ----- End of Report ----

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Memorandum

Date:

May 22, 2009

To:

Telecommunications Section

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

North Sacramento Area

File No.:

250.12678.17191

Subject:

CERTIFICATION OF 2009 RADIO EXTENDER INVENTORY

This is to certify that all Radio Extenders assigned to the North Sacramento Area were physically inspected. Upon conducting a thorough inspection three extenders were determined to be missing or unaccounted for. These extenders were reported missing at the conclusion of the 2008 radio inventory. It is anticipated the missing extenders will be located as other areas complete their inventories and report to Telecommunications Section. Additionally, there were 8 corrections, 1 transfer, 10 additions, and 2 deletions from the North Sacramento Area Radio Extender inventory which are accounted for on the attached CHP 331. If there are any questions, please contact myself or Lieutenant Deborah Pierce at (916) 338-6710.

Missing Radio Extenders:

R-Number Serial Number

R64252 402AWY1612 R67168 402AXA3686 R87144 402TCS1290

C. McGagin, Captain Commander

Attachments

Memorandum

Date:

July 22, 2008

To:

Assistant Commissioner, Field

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Valley Division

File No.:

201.10670.16426.08-304

Subject:

NORTH SACRAMENTO RADIO EXTENDER INVENTORY

Attached is North Sacramento Area's Annual Radio Extender Inventory. All but two radio extenders have been accounted for. One of the extenders was a spare, and the other was assigned to the Explorer Program. An extensive investigation/search into this matter did not produce the missing extenders. As such, I have directed the Area Commander to ensure adequate procedures have been put into place to minimize the potential for loss in the future. Valley Division concurs with the attached request and respectfully requests this equipment be deleted from the North Sacramento Area Radio Extender Inventory.

If there are any questions please contact me or Lieutenant John Arrabit at (916) 464-2090.

S. H. PEREZ, Chief

Attachments

OFFICE OF THE

ASSISTANT COMMISSIONER, FIELD

APPROVED BY

DATE

NO DELETIONS

Memorandum

CONFIDENTIAL

Date:

July 10, 2008

To:

Valley Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

North Sacramento

File No.:

250.9251.12331

Subject:

2008 RADIO EXTENDER INVENTORY

This memorandum has been prepared as a result of the 2008 Radio Extender Inventory for the North Sacramento Area. At the completion of the inventory, it was determined that two extenders were unable to be located.

On July 2, 2008, a complete search of the area was completed by Officer Brenda Rice, #15518, OSSII Darrell Conner, #A11233, OA/T Elizabeth Gnafakis, #A13720 and OA/T Valerie Pontarelli, #A14591. The inventory team searched all vehicles, desks, cabinets, closets, and drawers in the office but were unable to locate either extender.

One of the missing extenders was stored in an explorer locker. This extender was accounted for on the 2007 inventory. The second was a spare that was received in North Sacramento on May 1, 2007. It was located in the desk of Officer Rice, who is the Area Training Officer. There has not been a system in place to track the issuance of extenders to explorers or to officers when they borrow a spare. The explorer locker is locked with a combination lock. Only the explorers and the explorer coordinator have access to this locker.

All previous explorers have been contacted and have denied possessing the extender. An email was sent to neighboring CHP Areas to see if an extender was located outside North Sacramento, but this search was unsuccessful. Emails were sent to all officers who transferred out of North Sacramento in 2007 and 2008. This search was also unsuccessful.

Due to the loss of these extenders, procedures have been implemented to prevent this from reoccurring. Specifically, the remaining two extenders assigned to the explorer locker have been moved and are now stored with the area's spare extenders, in a locked desk. A sign out log was created to track all extenders loaned to officers and explorers.

Telecommunications Section has been notified of the request to delete the following extenders and has been provided copies of the CHP 216 reports for each extender.

Missing radio extenders:

R-Number	Serial Number		
R64252	402AWY1612		
R67168	402AXA3686		

C. J. CHELLEW, Captain

Commander

Attachments

Asset Look up Page 1 of I

Item Number

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Asset Information

Asset # R338601

SN 2494019

Model # VHF LOW BAND, 71-BS105

Description BASE STATION

Vendor Name COMTRONIX OF HEMET

Warranty End 09-SEP-2014

Asset Key BASE STATION. VHF LOW BAND, 71-BS105. NONE

Location 040.00.00.CH

Vehicle # N SAC AO

Assigned to Vehicle LC#



STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL Return Repair Transfer **CREDIT MEMO - EQUIPMENT** Loan, return by: CHP 266 (Rev. 10-07) OPI 076 LOCATION CODE FROM: (COMMAND NAME) PREPARED BY 08/04/2010 Information Management Division 040CH Lt. D. Pierce NUMBER BOXES/PIECES IN THIS SHIPMENT TO: (COMMAND NAME) LOCATION CODE 250 North Sacramento Area SHIPPED VIA DRIVER'S SIGNATURE SSU truck Other (specify): **EQUIPMENT** MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC. HQ USE ONLY CHP NUMBER DESCRIPTION CHECK IF **SERIAL NUMBER** UNIT (Incl. X, AF, SF, R #'s) DEFECTIVE STOCK SURVEY R338601 **Base Station** Prepared during property inspection to account for items located at Area

PRINTED NAME

RECEIVED BY (SIGNATURE)

Ct. D. A. Reine

AUTHORIZED BY

08/04/2010

Asset Look up Page 1 of 1

Item Number

Look up by

Look up

Asset Information

Asset # R337737

SN 13157375

Model # MODULATORS T801-10

Description BASE STATION

Vendor Name COMTECH COMMUNICATIO

Warranty End

Asset Key BASE STATION.MODULATORS T801-10.NONE

Location DGS.D.0321.0

Vehicle # AREA 4067

Assigned to Vehicle LC#



Asset Look up Page 1 of 1

Item Number

Look up by

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Asset Information

Asset # R337924

SN 18062933

Model # BASE STATION TB9100

Description BASE STATION

Vendor Name COMTECH COMMUNICATIO

Warranty End

Asset Key BASE STATION.BASE STATION TB9100.NONE

Location DGS.D.0321.0

Vehicle # N SAC AO

Assigned to Vehicle LC#



Page 1 of 1

Item Number

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Asset Information

Asset # R340518

SN 2570005

Model # FR-017, FS VHF LOW BAND

Description RECEIVER, FIXED, VHF LOW BAND

Vendor Name COMTRONIX OF HEMET

Warranty End 20-NOV-2014

Asset Key RECEIVER, FIXED, VHF LOW BAND.FR-017, FS VHF LOW BAND.NONE

Location DGS.D.0321.0

Vehicle # N SAC AO

Assigned to Vehicle

LC#



Item Number

Look up by

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Asset Information

Asset # R340552

SN 2567032

Model # FR-017, FS VHF LOW BAND

Description RECEIVER, FIXED, VHF LOW BAND

Vendor Name COMTRONIX OF HEMET

Warranty End 20-NOV-2014

Asset Key $\frac{\text{RECEIVER}}{\text{BAND.NONE}}$, FIXED, VHF LOW BAND.FR-017, FS VHF LOW

Location DGS.D.0321.0

Vehicle # N SAC AO

Assigned to Vehicle

LC#



STATE OF CALIFORNIA DEPARTMENT OF CALIFO CREDIT MEMO	O - EQUIPMENT				Relurn Repair		
CHP 266 (Rev. 10-0		LOCATION	CODE	PREPARED BY		DATE	
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coordisca-more.			50	. 4			
North Sacrament	Area			DRIVER'S SIGNATURE			
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COLUMNENT	ENSITIVE, COMPUTER, TELECOMM	UNICAT	rions, i	irc.			
CHP NUMBER (Incl. X, AF, SF, R #'s)	SERIAL NUMBER	TINU		DESCRIPTION	CHECK IF DEFECTIVE	HO USE ONLY	
R337737			Base S	Station			
R337924	.,		Buso S	Station			
R340552			Base S	Station			
R340518			Fixed	Receiver		 	
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Asset Look up Page 1 of 1

Item Number

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● Tag # ○ Serial #

Look up

Asset Information

Asset # R46649

SN 7724319

Model # RVR16HP

Description MOBILE RADIO REPEATER

Vendor Name

Warranty End

Asset Key MOBILE RADIO REPEATER.RVR16HP.NONE

Location 545.00.00.0

Vehicle # C2571P

Assigned to Vehicle LC#

Law 1/10 040 0 000/-- ---

7/21/10

Item located in north Jacramento -Vehicle 1215422.

CHP 57 - MOTOR VEHICLE ASSIGNMENT AND TRANSFER (PAR: CHP 57) **VEHICLE NR: 1215422** YEAR: 2005 LICENSE NR: 1215422 1097246 MAKE: FOR **REPLACES VEHICLE:** VIN: 2FAHP71w25x153813 DATE PLACED IN SERVICE: 10/13/2005 MODEL: CRNVIC CLASS CODE: DEALER STOCK NR:6219 FUEL CARD #: 411546 EQUIPMENT DESCRIPTION: ITEM: A RADIO - CHP 42767 A RADIO CONTROL HEAD 90923 A REPEATER 46649 54389 A SCANNER ANTENNA - COMPUTER -BARRIER BASE LOAD ANTENNA CABLE - MAIN RADIO CABLE - COMPUTER DAT CONSOLE **DECALS DOCKING STATION DUAL GUN LOCKS** EXEMPT LICENSE PLATE EXTERNAL JUMPER PLUG FIRST AID KIT MAPLIGHT PRISONER RESTRAINT E PUSH BUMPER RADIO/SIREN INTERFAC REAR MAPLIGHT REPEATER ANTENNA ROOF NUMBERS SECOND EYE BOLT IS RUN OUT NOW Miles 105535 SIREN SPOTLIGHT LEFT CLEA SPOTLIGHT RIGHT CLE STALKER RADAR WIRING VISION ROOFLIGHT WIG WAG FLASHER COMMENTS: REPLACES E/S 1097246 61 ODOMETER: ASSIGNED TO LOCAT TRANSFERED FROM LOCATION RECEIVED BY DELIVERED BY

PRINT NAME: CEORGE G

ID NUMBER: MU みみ

DATE: 5-31-0

---- End of Report ----

ID NUMBER:

DATE: 5- 30-06

Item Number

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Tag# OSerial#

Asset Information

Asset # R89818

SN

Model # 8810

Description Control Head, Vehicle

Vendor Name GE

Warranty End

Asset Key Control Head, Vehicle.S810.NONE

Location 201.00.00.0

Vehicle # C2582P

Assigned to Vehicle LC#

Mem located in Mouth Sacramento-Vahicle 1290538.

MINT WATE

----- End of Report -----

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YEAR: 2009 LICENSE NR: 1290538 MAXE: FOR REPLACES VEHICLE: 1204566 WIN: 2PAMP71V39X130313 DEALER STOCK NR: 2522 E Q U I P M E N T TITEM: A RADIO - CHP A RADIO CONTROL HEAD A REPEATER A SCANNER A SCANNER BASE LOAD ANTENNA BUMPER LIGHTS CABLE - MAIN RADIO CABLE - MAIN RADIO CABLE - COMPUTER DAT CONSOLE DECKIPT LICENSE PLATE EXTINGUISHER BR FIRST ALD KIT BRACKE LIBERTY LICHT BAR MAPLIGHT PRISONER RESTRAINT E PUSH BUMPER RADIO/SIREN INTERPAC REAR MAPLIGHT REPEATER ANTENNA SECOND EYE BOLT SIDE MIRROR LIGHTS SIDE MIRROR L	201				Ref.	16	111111	(PAR:CHP 57)
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